

OFFICE OF TRAINING BULLETIN

NUMBER 24

JOB NO. 28-039210
BOX NO. 2
FOLDER NO. 14
TOTAL DOCS HEREIN 1

MARCH 1957

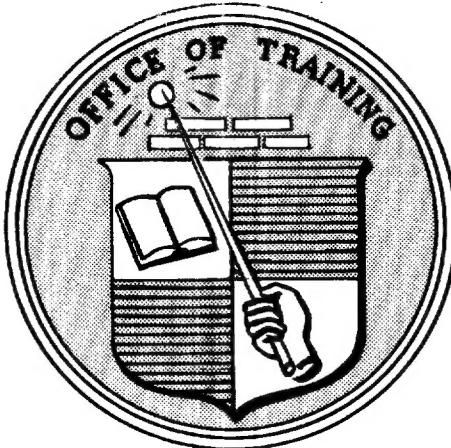


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DOC 1	REV DATE 110480	BY 018991
ORIG COMP 11	OPI 11	TYPE 30
ORIG CLASS 5	PAGES 34	REV CLASS C
JUST 22	NEXT REV 2010 AUTHN MM 10-8	

NEWS

ARE YOU INTERESTED IN TEACHING LANGUAGE(S) AT OVERTIME PAY RATES IN CIA'S NEW DEVELOPMENT PROGRAM?

In conjunction with the new Language Development Program, first announced in the NEWS section of your OTR Bulletin, September issue, page 11, the Language and Area School/TR now is preparing a Foreign Language Instructors' Roster of persons qualified to teach foreign languages. LAS/TR plans to offer internal morning and evening non-duty hour (before 0830 and after 1700 hours) language classes to Agency employees desiring to participate in the voluntary language study program.

Those of you who are prepared to offer your services, compensated at standard Government overtime pay rates, as instructors in any language(s) and/or as contributors to the preparation of necessary texts and recordings, are invited to contact the Language and Area School/TR at your earliest opportunity to discuss the matter!

As the School initiates this volunteer employee language training activity, members of the Roster will be called to teach the enrolled students, and it is hoped that by this utilization of CIA instructor talent it will be possible to reduce significantly the need for contract non-Agency teaching personnel.

As a matter of fact, by this "internal" approach OTR hopes to provide a double service: To provide instruction to employees interested in systematic voluntary language study without cost to them and to enable Agency employees who want to teach language(s) an opportunity to be paid for exercising their talents! This announcement, therefore, is an invitation to all of you to register for Roster duty immediately!

Most courses will conform to a uniform standard; they will be specifically directed toward assisting persons to qualify at the levels of comprehensive proficiency designed for the Foreign Language Development Awards. An instructor normally will teach one 5-hour per week class scheduled by the School during non-duty hours. Instructor compensation will be at the normal Government overtime rate calculated on the basis of 7 1/2 hours a week per class (5 hours of instruction plus 2 1/2 hours of preparation). Compensation to persons preparing texts and recordings also will be on the regular overtime basis.

Any person, trained linguist and language instructor able to handle an individual class, or native speaker without teaching experience but able to serve as a drill-master and prepare recordings, is eligible for this new activity. Moreover, both professional and clerical employees, without reference to grade or sex, will be included. →

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Each instructor will be given a systematic introduction to the practices and techniques used in the School's overall language training program.

Those of you who desire to take advantage of the opportunities offered by this new Agency emphasis on language training may call extension 4437 for information and roster application forms. If you desire to discuss this development with the Chief, Language and Area School, please call extension 8015.

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TRAINING REQUIREMENTS - FISCAL '58
NOW BEING ESTIMATED AGENCY-WIDE

During February revised forms for estimating training requirements were distributed throughout the DD/S, DD/I and DD/P. These forms, when completed by the individual components, should give OTR a fairly firm indication as to the training needs of the Agency through FY 1958, course by course. Further, it is hoped that these forms will reflect the desires of the individual components for any new, not presently offered, courses of instruction. OTR on its part, will endeavor to adjust its teaching efforts and administrative machinery to meet these requirement forecasts. It is believed that the deadline of March 29 permits sufficient time for Agency components to prepare the estimates; however, if you cannot meet this deadline please contact Plans & Policy Staff/TR, on extension 3531, at your earliest opportunity.

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**TRAINING CREDIT
UNDER "5%-IN-TRAINING" POLICY**

The Deputy Director (Support) has approved the following policies concerning certain categories of non-OTR training and their creditability under the "5%-in-training" policy:

1. No credit will be allowed for Military Reserve training.
2. Through June 1957 the Office of Training will accept requests for, and upon approval pay for, attendance by Agency employees at external conferences and professional society meetings which are considered to be of training value to the Agency. Training credit will be allowed for time spent in such approved activities. After June 1957 it is expected that each Office and Staff will make budgetary provision to cover its own costs for such attendance. Training credit will be allowed upon certification by the office head that attendance at the conference is in the Agency's interest.
3. External training undertaken by Agency employees at their own expense will be considered by OTR for training credit upon submission of a Training Request.

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Approved For Release 2001/07/12 : CIA-RDP78-03921A000200140001-0

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4. Correspondence courses taken by Agency employees, at their own or at office expense, will be considered by OTR for training credit upon submission of a Training Request. When the subject matter of such training relates to Agency needs, and not primarily to the self-improvement interests of the employee, offices are encouraged to reimburse the employee for the costs involved upon satisfactory completion of the course.

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25X1A

TO TEACH 2 MORE CLASSES IN SPEECH AND CONFERENCE LEADERSHIP

25X1A Class No. 2 of Effective Speaking, course I-5 in your office copy of the OTR Catalog, recently was completed.

basic principles and fundamentals of public speaking. Agency-wide reaction to this specialized course has been uniformly favorable. The next running will be 11 March - 17 April.

25X1A [REDACTED] also teaches Conference Leadership, course I-3 next scheduled 22 April - 29 May. This course is designed primarily for officers of the Agency who are responsible for planning and leading various types of group discussions.

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BUDGET AND FISCAL PROCEDURES
NEW COURSE IS OFFERED IN MARCH

The first class in the new course, Budget and Finance Procedures, requested by the Finance Division, DD/S, begins on or about 25 March. Registration, through your Training Officer, must reach the Registrar/TR not later than 18 March.

[REDACTED] Intelligence School/TR Instructors, designed this new course in coordination with officers of the Finance Division, Comptroller, and Area Division Budget and Fiscal Officers. It is directed toward meeting the needs of DD/P personnel assigned to finance duties at small stations, and such other personnel as are designated and approved for attendance by Area Divisions in coordination with Chief, Finance Division.

Students will spend 9 days in sessions conducted by OTR. Following these classroom sessions, they have additional time, under direction of officers in the Finance Division and the Area Division Budget and Fiscal Officers, to work specifically with materials of the station with which they will be concerned.

Enrollment in Budget and Finance Procedures will be limited to 15 individuals. Classes will be kept small in order to provide necessary individual attention.

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2,000 TRAINED IN ADMINISTRATION
SINCE COURSES BEGAN IN 1947

Today, Agency supervisors have available, for the training of their administrative personnel, two standard courses in which some 2,000 CIA employees have studied to date.

Administrative Procedures B-4, and Operations Support B-5, listed in your office copy of the OTR Catalog of Courses, are the successors to courses begun early in 1947. Then, scheduling of four classes per year met Agency supervisors' needs for this type of training; now, the demand upon OTR is approximately nine classes annually with, in addition, requests from specific Agency components for a moderate number of special presentations in this field.

Administrative Procedures B-4, provides 120 classroom hours of instruction, all of it preparing clerical employees better to perform administrative duties at Headquarters and in the Field.

Providing 200 classroom hours, the Operations Support B-5, is designed for officer personnel supporting DD/P activities, and includes brief orientation basic to clandestine tradecraft.

In respect to special presentations, the Chief, Intelligence School/TR, during this past year was able to meet requests from specific Agency components for 14 Cable Refresher courses and two Dispatch Refresher courses; each of these required six hours of instruction. -->

Due to the overall demand for Administrative training, supervisors are advised to register their personnel for the standard courses as early as possible, and components are requested to direct inquiries to the Chief, Intelligence School/TR, extension 3832, well in advance.

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INTELLIGENCE RESEARCH (MAPS) I-12
NEW COURSE SCHEDULED AGAIN IN MAY

The first presentation of the 27 hour course Intelligence Research (Maps) was concluded on Friday, 15 February. This new course is listed as I-12 in your office copy of the OTR Catalog. It will be offered again, by the Intelligence School/TR from 0900 - 1200 hours on Monday, Wednesday and Friday mornings from 6 May through 24 May. Enrollment is limited to 12 students.

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TRAINING EVALUATION INFORMATION
NOW AVAILABLE BY CONTACTING
ASSESSMENT & EVALUATION STAFF/TR

Training Officers and supervisors interested in obtaining information concerning student performance in OTR courses should direct questions to the A&E Staff, extension 2155.

Requests for any other information concerning OTR training courses should continue to be directed to the Registrar, OTR extension 8272.

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WRITING WORKSHOP OVERSUBSCRIBED
AGAIN SCHEDULED IN TWO SECTIONS

As the result of the successful sectional approach employed during the February class in Writing Workshop, course I-6 in your office copy of the OTR Catalog, and the continuing maximum demand by Agency supervisors for enrollment of their personnel, class number 12 will be scheduled in two sections. These will run simultaneously, 11 March to 4 April. Instructors will be [REDACTED].

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SELECT PUBLICATIONS AVAILABLE TO YOU

Copies of the following OTR publications are available and may be requested through your Training Officer, or by calling the Chief, OTR Library, extension 3096:

Social and Political Development in Asia, China, Ceylon, Formosa, India, Indonesia, Japan, and Pakistan, TR RM 0-534, 7 pages, Unclassified, January 1957.

A List of Bibliographies Produced by the OTR Library, 5 pages, Secret, January 1957.

These USIA publications previously have received Agency-wide distribution. You may request surplus copies from the Chief, OTR Library, extension 3096:

A Primer on Communism - 200 Questions and Answers, Unclassified.

Target: The World - Communist Propaganda Activities in 1955, For Official Use Only.

SPECIAL LANGUAGE & AREA COMMITTEES
WELCOME SUGGESTIONS FOR IMPROVEMENT

Continuing efforts to tailor language and area instruction to actual Agency needs are made by the Language Advisory Committee and the Area Advisory Committee, respectively, of the Language and Area School/TR. Each committee is composed of principal instructors and meets at regular intervals. Chairmen are [REDACTED], Language, and [REDACTED] Area; both may be contacted on extension 4437.

These special committees discuss program objectives and content, coordinate administrative procedures, and discuss teaching methods. Each pools the lessons learned from its members' experience and considers recommendations received from any sources within or outside the Office of Training. The consensus of either committee, in important policy developments, is submitted to the Chief, LAS/TR. All employees, particularly Training Officers, are urged to forward to the appropriate chairman any general ideas, or specific suggestions, for improving OTR's Language or Area instruction.

The Language Advisory Committee recently has conducted, for the entire language staff of LAS/TR, a series of discussions on intensive language teaching methods. Aid also has been given in the Development of the School's Language Proficiency Testing program.

The Area Advisory Committee has been instrumental in advising on the admittance of students from the entire Intelligence Community to area courses; in developing the new, regional-type Americans Abroad courses; and in revising the Training Evaluation Report used in area survey courses.

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AGENCY LANGUAGE STUDY PROGRESSES

Current enrollment in internal language training courses is approximately 199; enrollment in self-study programs is approximately 133.

The Language Laboratory, 2132 Eye Building, was utilized by 121 students, during the past month, for a total of 1,382 hours, in the study of 15 different languages.

During the last 4 weeks, regularly scheduled foreign language proficiency examinations were taken by a total of 19 people from various Agency components in French, German, and Spanish. In addition, individual examinations were given by special request in Czech, Hungarian, Japanese, Persian, Russian and Spanish.

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LANGUAGE TRAINING OPPORTUNITIES

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[REDACTED]

scheduled courses in German, French, Spanish, Italian, and Portuguese to begin on the following dates:

1 April	27 May
29 April	24 June

All 5 languages begin on each date noted above, and all courses will be full-time, and of 12-week duration.

Applicants must complete the CIA Foreign Language Aptitude Testing Requirement (see Registrar's Reminders section in this issue) and the Professional Employees Testing Battery, and must be certified by an OTR Qualifications Review Panel.

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FOREIGN LANGUAGE PROFICIENCY TESTS
IN NEW FORMAT, GIVEN IN NEW LOCATION

After more than a year of development, a standard format has been established for foreign language tests of reading and writing. The Spanish test on 30 January was the first test given in the new format which comprises 6 parts and requires 2 to 3 hours to accomplish.

Tests now are available for 21 languages. Most of these are of the translation type; eventually they will be replaced by objective tests in the standard format. The languages are:

Albanian, Arabic, Chinese (Mandarin), Czech, Finnish, French, Greek, German, Hebrew, Hungarian, Italian, Japanese, Persian, Polish, Portuguese, Rumanian, Serbo-Croatian, Spanish, Swedish, and Yiddish.

The Testing and Research Staff, LAS/TR, is now in its new location, Room 2620, Quarters Eye.

The Foreign Language Proficiency Tests will hereafter be given in Room 2623, Quarters Eye, on Thursdays instead of Wednesdays. The reading and writing portions of these tests will commence at 0845 hours.

For information regarding the tests, see the Registrar's Reminders section in your OTR Bulletin, or contact [REDACTED] extens 25X1A9a 4640.

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WIVES OF STAFF EMPLOYEES ARE INVITED
TO CONTRACT AS LANGUAGE INSTRUCTORS

The Language and Area School/TR frequently needs to employ, on a contract basis, speakers with a native fluency to serve primarily as drill instructors in semi-intensive (part-time) and intensive (full-time) language courses. Such instructors, employed for from two to eight hours a day during a course, teach a normal minimum of 10 weeks. The School usually can arrange part-time teaching assignments to meet the instructor's convenience.

In general, previous experience in teaching foreign languages is not required; drill responsibilities are carried out under supervision of a staff scientific linguist who provides the basic instruction.

Wives of many CIA staff employees have the competences required to provide this type of instructional support to language courses. LAS/TR extends to them the opportunity for employment in the Agency's language program. Staff employees whose wives are interested in this opportunity may advise LAS/TR through preparation and submission of a special information form, available by contacting extension 4437, and the standard Personal History Statement. On receipt of these forms, an early interview will be scheduled. Subsequently, the School will communicate with the employee when an instructional assignment is available to his wife. For information regarding this teaching opportunity, you may contact [REDACTED] extension 4437.

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REGIONAL SURVEY - MIDDLE EAST
SECOND ANNUAL CLASS OPEN TO AUDITORS

The second annual running of the LAS/TR Regional Survey - Middle East continues until 12 April. During the 30 sessions, meeting from 0900 to 1100 hours, Monday, Wednesday and Friday each week, speakers will include such specialists as:

William M. Rountree, Assistant Secretary of State for Near Eastern, African and South Asian Affairs;

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[REDACTED] Vice President, Arabian American Oil Company; and

Cedric H. Seagar, Director of Near East-Africa Division, International Cooperation Administration.

A limited number of auditors are welcome to these sessions; you may contact [REDACTED] principal instructor, on extension 4437 for information.

Class registrants include two observers from the Army Map Service and the Department of State. These observers are expected to make an evaluation, on the basis of their matriculation in this Middle East course, of the usefulness to their agencies of the OTR Area Training Program.

Of the 16 students, 5 are from outside CIA: Army Map Service, 3; USAF and State, 1 each. DD/P with 6, and OCR with 2 lead the Agency representation. OCR, OCI and OO each have one representative in the course.

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VISITING LECTURERS AND VISUAL AIDS
HIGHLIGHTED RECENT BCS - GERMANY

The second annual Basic Country Survey - Germany recently was completed. In addition to Agency students, 3 Department of the Army personnel attended; also, the number of Agency personnel who audited specialized lectures was significant.

Four sessions during the latter part of the course were remarked by participants as particularly productive.

Eleanor Dulles, sister of the DCI and consultant in the Office of German Affairs, Department of State, discussed her specialty, Berlin, with the help of color charts on slides. She drew the largest number of auditors - over 20 - ever to attend a session of this course, and skillfully combined good descriptive material with strategic analysis.

Later the same morning, Dr. Fritz Kraemer, Deputy Chief of the Public Affairs Division in the Office of the Army Chief of Staff and an international lawyer who has taught at the Oberammergau Intelligence school, spoke on German reunification and the Eastern or "Lost" territories, giving a brilliant exposition on Germany's key problem.

On the next class day, Lt. Colonel Grant Mason, Chief of the European Branch under the Deputy Chief of Staff for Military Operations, discussed "Germany in U. S. Military Planning." Prior to last September, he was Chief of War Plans, U. S. Army Europe, at Heidelberg. His presentation was tailored to class needs with unusual care, featuring eight colorful charts depicting American bases and the military approaches to Germany. →

A final session featured [REDACTED] of our Agency, Robert C. 25X1A9a Creel, Officer in charge of German Political Affairs in the Department of State, in a stimulating discussion of United States policy toward Germany.

The first 5 weeks of this 70-hour course were devoted to a survey of basic intelligence on West and East Germany, such as geography, history, economic and social structures, government, and cultural pursuits. During the second half, interest focused on current intelligence problems, such as political and economic trends, foreign and domestic policies toward Germany.

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ILLUSTRATED LECTURE BY NAVAL DOCTOR
FEATURED IN AREA STUDY ON EGYPT

Lizards, monks and Pharaonic mummies were only a few of the many subjects of an unusually informative, colorful and entertaining special film lecture on Egypt recently featured in the area instruction program on the Middle East.

The film, entitled "Inshallah ("God Willing") was photographed and narrated by Commander Robert E. Kuntz of the U. S. Naval Medical School in Bethesda, Maryland. Cdr. Kuntz has spent four and one-half years in Egypt doing research for the Navy on disease-carrying parasites. His film, evidencing a high degree of photographic skill, is filled with scientific and sociological material of intelligence value. The narration was both clever and humorous.

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Courses, Activities, and Programs

POLISH (FULL-TIME) LANGUAGE COURSE SCHEDULED MARCH THROUGH SEPTEMBER

The Language and Area School/TR announces a full-time course in Polish to be conducted internally. This course will begin 18 March, ending in early September.

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NON-CLERICAL BASIC TYPING, B.17

25 MARCH THROUGH 17 MAY

The 6th typewriting class for professional personnel will be held mornings, during the 8-week period, 25 March through 17 May. The class will meet from 0730 to 0815 hours, in room 2720, Wing H, second floor, Quarters Eye. Applications for registration must be submitted to the Registrar, OTR, on or before 18 March.

It is suggested that you register for this course only if you are reasonably sure of realizing maximum profit through attendance in all, or nearly all, sessions of the course. Non-Clerical Basic Typing is course number B.17 in your office copy of the OTR Catalog, and questions concerning it may be directed to the Chief, Clerical Training, extension 2100.

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NOONTIME MOVIE PROGRAM

MARCH AND APRIL

You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours as scheduled below. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED], extension 2381. You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour. 25X1A9a

7 March Thursday	Films on Indian sphere in English: "Ladakh Diary-The Roof of the World (Kashmir), E6975, 11 min.; "The Ganges River" H6978, 16 min.; "The Changing Face of India" D6260, 11 min.; "The New India", H7107, 28 min. (Total: 66 min)
8 March Friday	Spanish film: "Adventures of Chico" E6899, 52 min.
11 March Monday	Norwegian film: "Little Frikk and His Violin" E6287, 22 min.
12 March Tuesday	Russian film: "The Man from Wall Street" H2306, 80 min. (Anti-American Propaganda)
13 March Wednesday	Russian Newsreels
14 March Thursday	East Asia Area Films: "Burma Road" G0782, 45 min.; "How our Neighbors Live" J0784, 11 min. (Daily life in India, Bali, Indo-China, Siam, Burma, Korea, and Japan).
15 March Friday	Serbo-Croatian film: "The Banner" C7476, 88 min.; (Story about Partisan Movement in World War II) Alternate films "Slavica" (Resistance Movement on Dalmatian Coast" C7409, 98 min.
18 March Monday	Czech Film: "The Inspector General" H011, 80 min. (Gogol's classic in Czech)
19 March Tuesday	Middle East Travelogue on Egypt, Saudi Arabia, Lebanon and Syria, Iraq, Iran, Turkey, H6718, 80 min.
20 March Wednesday	Russian film: "Lenin in 1918" G6725 or MID 5332, 55 min.

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21 March Thursday Films on Indian sphere: "The Etwah Story" E7310, 10 min.; "A Family of India" H6097, 13 min.; "Industrial Mysore 1 and 2" H6162 and 6163, 22 min.; "Mooti-Child of New India" J6027, 14 min. (Total time: 59 min.)

22 March Friday Italian film: "Bread, Love and Dreams" H7006, 105 min.

25 March Monday Spanish film: "The Young and the Damned" G6736, 81 min. (Film on Mexican Juvenile Delinquents)

26 March Tuesday East Asia Area films: "Singapore" J6603, 14 min.; "Peoples and Places in Thailand" J6791, 34 min.; "Revolution in Asia" J6244, 11 min.; "Java" J6106, 24 min.

27 March Wednesday Russian Newsreels

28 March Thursday Middle East Area films: "Peoples of the Lower Nile" D6429, 17 min.; "People of the Upper Nile" D7583, 16 min.; "Egypt" E2437, 17 min.; "Pageant of the Nile" E2073, 15 min.

29 March Friday German film: "Song of the Nightingale" B1360, 90 min. (Musical Comedy)

1 April Monday Serbo-Croatian film: "The Unconquered People" C7302, 83 min.; (Yugoslav resistance in World War II; English titles) Alternate: "The Young Eagle" C7231, 83 min. (Partisan resistance in Slovenia; English titles)

2 April Tuesday Middle East Area films: "Mediterranean Africa" H7341, 11 min.; "Flight to Egypt" H1381, 16 min.; "Egypt and the Nile" G6905, 22 min.; "The New Libya" G6742, 19 min.; "How to Get Along in French Morocco" E6595, 22 min.

3 April Wednesday Russian film: "The Fall of Berlin" 80 min.

4 April Thursday Soviet Asia Area Films: "The Kazakhs of Eastern Turkestan" H6552, 21 min.; "The Bashkir SSR" C6281, 18 min.; "From the Aral Sea to the Caspian USSR" E6253, 23 min.; (In English)

5 April Friday "Viennese Blood" B2114, 100 min. (Viennese German dialect, with French and Dutch subtitles)

8 April Monday Soviet Asia Area films: "Birobidzhan" G6582, 16 min. (Silent); "From the Aral Sea to the Caspian" E6253, 23 min.; "Soviet Buryat-Mongolia" D6292, 57 min. (In Russian).

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9 April Tuesday	French film: "Nocturnal Frolics" D6174, 110 min. (About a Music Hall Troupe)
10 April Wednesday	Russian Newsreels
11 April Thursday	Asia Area film: "William Faulkner's Impressions of Japan" J6240, 14 min.; "Japan Today" J6338, 14 min.; "The Chinese Peasant Goes to Market" J6702, 11 min.; "Tientsin-Gateway to North China" G6954, 11 min.; "Mongolia and China" G7083, 32 min.
12 April Friday	Middle East Area films: "Flight into the Mediterranean" (From Lisbon to Israel) J6422, 31 min.; "Tangier, Marrakech and the Foreign Legion" J6738, 26 min.; "Tunisia, Libya, Egypt" J6162, 30 min.; "History of Saudi Arabia" 20 min. (Produced by ARAM CO)
15 April Monday	Soviet Asia Area films: "Soviet Kazakhstan" D6045, 45 min.; "Soviet Tadzhikstan" E6045, 52 min.; (In English)

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SPECIAL LECTURE SERIES:
IN THE MAJOR LANGUAGES OF THE WORLD

10 OCTOBER TO
1 MAY 1957

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All CIA personnel interested in improving their language proficiency and area knowledge are invited to attend a series of foreign language lectures (see Lecture Schedule below) presented Wednesdays at 1530 hours, in room 1-82, Quarters Eye. Information regarding the series may be obtained by calling [redacted] extension 2381 or 3629. You will, of course, wish to arrange with your supervisor for authorization prior to attendance at any one of the lectures.

Recognizing the need for increased knowledge in the language and area fields, the Office of Training is offering this series of lectures to be given in the major languages of the world by CIA personnel. Topics of particular interest, both to analysts and personnel in operations, have been selected. The purpose is twofold: To advance your knowledge of foreign languages; to increase your insight into the understanding of foreign peoples - their patterns of thought and behavior.

A special feature of the program is the amount of attention devoted to the theme "Understanding and Dealing With Foreign Peoples." Individual lecturers will speak on how to understand and deal with the Russians, the Japanese, the Latin Americans, etc. In this way, much of the "know-how" gained by our personnel through years of experience will be transmitted to you. As a result, it is hoped that in your contacts with the different nationalities, both here and abroad, you will be able to establish more effective rapport and attain better results.

Summaries of the lectures, in English, will be provided in the "Understanding and Dealing With Foreign People" talks, and also in a few other instances. The lecture in Arabic, due to the very limited number of Agency personnel able to understand this language, will be given in English with a brief summary following in Arabic.

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6 February	Italian	"Traveling in Italy" (Accompanied by slides), [REDACTED]	25X1A9a
13 February	German	"Recent Trends in Communist Propaganda" (Summary in English), [REDACTED]	25X1A9a
20 February	Russian	"What Price Competitive Coexistence?" [REDACTED] [REDACTED]	25X1A9a 25X1A9a
27 February	Spanish	"Understanding and Dealing With the Latin Americans" (Summary in English), [REDACTED]	25X1A9a
6 March	Japanese	"Understanding and Dealing With the Japanese" (Summary in English), [REDACTED]	25X1A9a
13 March	Cantonese	"Educational Developments in Communist China" (Summary in English), [REDACTED]	25X1A9a
20 March	French	"Psychology of Communist and Marxist Movements in Western Europe," [REDACTED]	25X1A9a
27 March	German	Subject to be announced, [REDACTED]	25X1A9a
3 April	Italian	"The Crises of the Italian Communist Party," [REDACTED] [REDACTED]	25X1A9a 25X1A9a
10 April	Russian	Subject to be announced, [REDACTED]	25X1A9a
17 April	Spanish	"Orientation To Social Customs and Behavior Patterns in the Spanish-Speaking World," [REDACTED] OTR	25X1A9a
24 April	French	"Psychological Factors in Intelligence Work and Training," (Summary in English), [REDACTED] OTR	25X1A9a

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REGIONAL SURVEY

RUSSIA IN ASIA

2 APRIL TO 25 APRIL

This course, covering Russian Central Asia, Siberia, and the Soviet Far East, will be given from 2 April to 25 April 1957. Classes will be held Tuesdays and Thursdays, from 1430 to 1630 hours, in Room 2623, Quarters Eye. Applications for registration must be submitted to the Registrar, Office of Training, on or before 19 March. An interview with the instructor, [REDACTED] 25X1A9a [REDACTED] Room 2605, Quarters Eye, extension 3239, is required; consult your training officer.

This course is designed for personnel who require economic, political, and military information on Asiatic Russia and who are concerned with Russia's role in Asia. It deals with the historical background of Russia in Asia, with the economic position of Asiatic USSR, and with the political and military role the USSR plays in Asia. Most of the lectures will be given by staff members of the Language and Area School, but a few will be given by guest lecturers.

COURSE SCHEDULE

Tuesday	2 April	1. <u>Introduction</u> Historical Background: Russian Expansion in Central Asia.
Thursday	4 April	2. Historical Background, continued: Russian Expansion in Siberia and the Far East.
Tuesday	9 April	3. Ethnography and Political Administration in Asiatic USSR.
Thursday	11 April	4. Economic Geography of Asiatic USSR.
Tuesday	16 April	5. Economic Development of Asiatic Russia: Agriculture, Communications, and Industry.
Thursday	18 April	6. Foreign Relations of USSR with Countries of Asia: the Post-war Period Relations With China, Japan, Indonesia, and Indochina.
Tuesday	23 April	7. Strategic Position of the USSR in Asia.
Thursday	25 April	8. Seminar: Discussion. Final written examination.

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REGIONAL SURVEY

RUSSIA IN ASIA

2 APRIL TO 25 APRIL

This course, covering Russian Central Asia, Siberia, and the Soviet Far East, will be given from 2 April to 25 April 1957. Classes will be held Tuesdays and Thursdays, from 1430 to 1600 hours, in Room 2524, Quarters Eye. Applications for registration must be submitted to the Registrar, Office of Training, on or before 19 March. An interview with the instructor, ██████████ 25X1A9a 25X1A9a, Room 2505, Quarters Eye, extension 3239, is required; consult your training officer.

This course is designed for personnel who require economic, political, and military information on Asiatic Russia and who are concerned with Russia's role in Asia. It deals with the historical background of Russia in Asia, with the economic position of Asiatic USSR, and with the political and military role the USSR plays in Asia. Most of the lectures will be given by staff members of the Language and Area School, but a few will be given by guest lecturers.

COURSE SCHEDULE

Tuesday	2 April	1. <u>Introduction</u> Historical Background: Russian Expansion in Central Asia.
Thursday	4 April	2. Historical Background, continued: Russian Expansion in Siberia and the Far East.
Tuesday	9 April	3. Ethnography and Political Administration in Asiatic USSR.
Thursday	11 April	4. Economic Geography of Asiatic USSR.
Tuesday	16 April	5. Economic Development of Asiatic Russia: Agriculture, Communications, and Industry.
Thursday	18 April	6. Foreign Relations of USSR with Countries of Asia: the Post-war Period Relations With China, Japan, Indonesia, and Indochina.
Tuesday	23 April	7. Strategic Position of the USSR in Asia.
Thursday	25 April	8. Seminar: Discussion. Final written examination.

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REGIONAL SURVEY

EAST ASIA

18 MARCH TO 26 APRIL

This course, formerly titled "Northeast Asia", will be given from 18 March to 26 April. Classes will be held Mondays, Wednesdays, and Fridays, from 1400 to 1630 hours, in Room 2524, Quarters Eye. Applications for registration must be submitted to the Registrar, on or before 4 March. An interview with the instructor, [REDACTED] extension 3275, is required of applicants. 25X1A9a

This course is designed for personnel who require a knowledge of China, Japan, and surrounding dependent areas, such as Formosa, Korea and the Ryukyus, from the beginning of the Nineteenth Century. Particular emphasis will be placed on the impact of the West (including Russia). Particular emphasis will also be placed upon the economic and political relationships of the area to the West. Adequate evidence of the student's accomplishment in the course will be required for evaluation and assessment purposes.

COURSE SCHEDULE

Monday	18 March	1400-1430 1430-1630	Introduction to the Course Man's Origins in East Asia
Wednesday	20 March	1400-1630	The Geography, Demography and Ecology of East Asia, I
Friday	22 March	1400-1630	The Geography, Demography and Ecology of East Asia, II
Monday	25 March	1400-1530 1530-1630	19th Century China Reading Period
Wednesday	27 March	1400-1530 1530-1630	19th Century Japan Reading Period
Friday	29 March	1400-1630	Seminar - East Asia at the Turn of the Century
Monday	1 April	1400-1530 1530-1630	Chinese Traditional Social Patterns Reading Period

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Wednesday	3 April	1400-1530 1530-1630	Japanese Traditional Social Patterns Reading Period
Friday	5 April	1400-1530 1530-1630	China to 1932 Reading Period
Monday	8 April	1400-1530 1530-1630	Japan to 1932 Reading Period
Wednesday	10 April	1400-1530 1530-1630	East Asia, 1932-1941 Reading Period
Friday	12 April	1400-1530 1530-1630	East Asia, 1941-1950 Reading Period
Monday	15 April	1400-1530 1530-1630	The War in Korea Reading Period
Wednesday	17 April	1400-1530 1530-1630	The Chinese People's Republic, I Reading Period
Friday	19 April	1400-1530 1530-1630	The Chinese People's Republic, II Reading Period
Monday	22 April	1400-1530 1530-1630	Japan Today, I Reading Period
Wednesday	24 April	1400-1530 1530-1630	Japan Today, II Reading Period
Friday	26 April	1400-1530	Seminar - East Asia in the World Today

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AMERICANS ABROADWESTERN EUROPE25 TO 29 MARCH

This new, regional-type Americans Abroad course, covering all of Europe west of the Iron Curtain except Germany, Greece, and Yugoslavia will be given daily, from 1331 to 1630 hours, in Room 2132 "I" Building.

All personnel, as well as their adult dependents, expecting to go for the first time to a particular country in this area within the next year are encouraged to enroll. Applications for registration of employees must be submitted to the Registrar by 11 March. Requests for admission of dependents should be submitted by Training Officers through the Office of Security to the Chief, Language and Area School. Watch the "Registrar's Reminders" in later issues of the OTR Bulletin for notices of the periodic offerings of the Americans Abroad - Germany and the Americans Abroad - Middle East and North Africa courses.

COURSE SCHEDULE

Monday	25 March	1330-1340	Introduction: Course rationale, objectives, procedures
		1340-1435	Americans Abroad - implications of becoming foreigners
		1435-1500	Film: "You in France"
		1500-1515	Break
		1515-1615	Reaching Europe: processing out, packing, travel, housing problems (panel)
		1615-1630	Film: "Western Europe - An Introduction" (Area Study)
Tuesday	26 March	1330-1420	Map Study - "Locational Orientation"
		1420-1510	Medical Briefing - do's and don'ts
		1510-1525	Break
		1525-1615	Applicable laws and regulations
		1615-1645	Film: "France is a Garden" (Color)
Wednesday	27 March	1330-1430	Europe and the U.S. - the historical and strategic viewpoints
		1430-1445	Break
		1445-1625	European peoples and Americans - national attitudes and differences, social attitudes, hints for meeting Europeans (panel)
		1625-1645	Film: "The Story of MDAP" (background of U.S. support of a free Europe)

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Thursday	28 March	1330-1420	Practical advice on housekeeping, shopping, dining out, entertainment (panel)
		1420-1510	Language Problem (Germanic and Latin language families-panel)
		1510-1525	Break
		1525-1625	What to See (color slides)
		1625-1650	Film: "Europe at Your Window" (by bus-in color)
Friday	29 March	1330-1510	Choice of interviews with recent returnees (re individual posts)
		1330-1410	Session for the ladies (simultaneous with some interviews)
		1510-1610	Round-up session - final questions
		1610-1620	Students' critique of the course
		1620-1645	Film: "Flight into Time" (on Mediterranean lands - in color) or "Air Adventure to Europe" (color)

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REGIONAL SURVEY
(SPECIAL)

ECONOMIC GEOGRAPHY
OF THE SOVIET BLOC

11 MARCH TO
19 APRIL

25X1A9a This special course will be given from 11 March to 19 April. Classes will be held Mondays, Wednesdays, and Fridays, from 1400 to 1600 hours, in Room 2623, Quarters Eye. Applications for registration must be submitted to the Registrar, Office of Training, on or before 25 February. An interview with the instructor, [REDACTED] Room 2519, Quarters Eye, extension 3318, is required; contact your Training Officer.

The course is designed for personnel who require knowledge of the basic geographic factors as they affect the economic development of that portion of the Eurasian continent which is identified with the term "Soviet Bloc". A brief survey of location, topography, and other physical features will be followed by a more detailed analysis of the distribution of economic activities in the various regions of the Soviet Bloc in relation to their physical environment. These activities embrace the extractive, agricultural, and manufacturing industries; labor resources; the development of transportation and communication; and commercial relations within and outside the Bloc. Students will be required to submit a short term paper. Below is a tentative course schedule:

COURSE SCHEDULE

PART I: GENERAL

Monday	11 March	Introduction Strategic significance of the area
Wednesday	13 March	Economic Factors 1: Natural and human resources
Friday	15 March	Economic Factors 2: Agriculture
Monday	18 March	Economic Factors 3: Transportation and communications
Wednesday	20 March	Economic Factors 4: Industry and commerce
Friday	22 March	Review, examination, and critique

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PART II: UNION OF SOVIET SOCIALIST REPUBLICS

Monday	25 March	Economic Regions 1 and 2: Northwest and West
Wednesday	27 March	Economic Regions 3 and 4: South and Southeast
Friday	29 March	Economic Regions 5 and 6: Transcaucasus and Volga
Monday	1 April	Economic Regions 7 and 8: Central Industrial and Urals
Wednesday	3 April	Economic Regions 9 and 10: West Siberia and Kazakhstan and Central Asia
Friday	5 April	Economic Regions 11 and 12: East Siberia and Soviet Far East
Monday	8 April	Review, examination, and critique

PART III: EAST-CENTRAL EUROPE

Wednesday	10 April	Northwest Region 1: East Germany and Poland
Friday	12 April	Central Region 2: Czechoslovakia
Monday	15 April	South-Central Region 3: Albania, Hungary, and Yugoslavia
Wednesday	17 April	Southeast Region 4: Bulgaria and Rumania
Friday	19 April	Review, examination, and critique

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25X1C AREA ANALYSTS PROGRAM — NEAR EAST
1957 Summer Seminar [REDACTED]

1 JULY TO
27 SEPTEMBER

Applications for the 1957 Summer Seminar [REDACTED] are due in the Office of Training by 15 March. 25X1C

The program consists of intensive study of the history, culture, contemporary problems and current attitudes of the Near East. It is about 13 weeks in duration. It begins about 1 July, and includes one

25X1C

[REDACTED]

The program is intended only for Headquarters analysts and intelligence officers of the middle grades whose duty assignments are directly related to the Near East. Persons who do not fall within this scope normally will not be considered for this program.

Prerequisites are: Top Secret clearance; One year of Agency service; Bachelor's degree, or equivalent; Competence to perform graduate study; GS-7 to GS-12, and at least one year of duty at CIA Headquarters directly involving major use of substantive materials on the Near East; Certification by OTR Qualifications Review Panel on 28 March.

Applications should be submitted on CIA Form No. 136, Request for Training at Non-CIA Facility. Along with this request for training, applicants must submit transcripts of academic records above high school and a statement of past academic training and professional experience concerned with the Near East. Applicants must also take, or have taken, the Professional Employees Testing Battery (PETB) prior to 1 March. This test may be arranged for by calling Extension 8322.

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REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your OTR CATALOG OF COURSES and the OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates follow. Please check with your Training Officer regarding his special deadlines for applications:

	<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
	Intelligence Orientation (R&S Auditorium)	B-3	25 March 22 April	1 - 26 Apr 29 Apr - 24 May
25X1A6a	Administrative Procedures [REDACTED]	B-4	1 April	8 - 26 Apr
25X1A6a	(See your OTR Catalog) [REDACTED]	B-5	22 April	29 Apr-31 May
25X1A6a	Basic Supervision (GS 5-7) (0830-1230 hours, daily, [REDACTED])	B-7	4 March	11 - 22 Mar
	Basic Supervision (GS 9-11)		1 April	8 - 19 April
	Basic Supervision (GS 12-14)		29 April	6 - 17 May
25X1A6a	Basic Management (GS 11-13) (0830-1230 hours, daily, [REDACTED])	B-8	18 March	25 Mar-5 Apr
	Basic Management (GS 12-14)		15 April	22 Apr-3 May
	Basic Management (GS 13-15)		6 May	13 - 24 May
	Clerical Refresher Program (Hours to be arranged, 2300 Alcott)	B-12 to B-19	11 March 15 April	18 Mar-12 Apr 22 Apr-17 May

Pre-testing for the Clerical Refresher Program is scheduled for 14 March and 18 April in Room 2300, Wing C, Alcott Hall as follows:

0900-1000 Typing	1000-1100 Shorthand	1100-1200 English Usage
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Non-clerical Basic Typing (0730-0815 hours, daily 2702 Qtrs. Eye)	B-17	18 March	25 Mar-17 May
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<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Instructional Techniques (2011 R&S)	B-20	11 March 13 May	18-22 Mar 20-24 May
Dependents' Briefing (117 Central Bldg.)	B-23	(See your Training Officer)	5-6 Mar 2-3 Apr
Party Organization & Operations (0830-1230 hours, daily, 2202 Alcott)	C-2	25 March 20 May	1 - 26 Apr 27 May - 21 June
Intelligence Techniques (2027 R&S)	I-1	25 March	1 - 26 Apr
Conference Leadership (0915 - 1115 hours, Monday, Wednesday 2025 R&S)	I-3	15 April	22 Apr-29 May
Effective Speaking (0930-1130 hours, Monday, Wednesday 2025 R&S)	I-5	4 March	11 Mar-17 Apr
Writing Workshop (0900- 1200 hours, 1st week: Mon., Tues., Thurs. last two weeks: Tues., Thurs. 2026 R&S)	I-6	15 April	22 Apr-16 May
Reading Improvement (hours to be arranged, 2402 Alcott)	I-7	12 April	15 Apr-8 May
("0" course titles are listed only in <u>OTR Catalog 100-1</u>)	0-1	18 March	1 Apr-26 July
	0-2	15 April	29 Apr-7 June
	0-4 *	1 April 6 May	15 Apr - 3 May 13 - 31 May
	0-5	22 April	29 Apr-10 May
	0-6	22 April	29 Apr-24 May

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<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
("0" course titles are listed only in <u>OTR Catalog 100-1</u>)	0-10	1 April	8 - 26 Apr
	0-13	8 April	15 Apr-3 May
	0-15	6 May	13 - 31 May
	0-17	15 April	29 Apr-24 May
	0-25	1 April 13 May	8 - 26 Apr 20 May-7 June
	0-26	(See your Training Officer)	13 May

*PLEASE MAKE THESE CHANGES ON YOUR LONG-TERM SCHEDULE OF COURSES

0-4*	1 Apr - 19 Apr (cancelled)
4 March	18 Mar - 5 Apr
1 April	15 Apr - 3 May

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AREA TRAINING

Applications for Area Training, Part-Time Language Training, and Integrated Area-Language Program Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Regional Survey:</u>		
East Asia (This course formerly was titled <u>Northeast Asia</u>)	4 March	18 Mar - 26 Apr
Economic Geography of the Soviet Bloc (This course does not appear on your <u>Long-Term Schedule of Courses</u>)	25 February	11 Mar - 19 Apr
Free Europe	9 April	23 Apr - 27 June
Russia in Asia	19 March	2 Apr - 25 Apr
<u>Americans Abroad:</u>		
Middle East and North Africa	29 April	13 May - 17 May
Western Europe	11 March	25 Mar - 29 Mar

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PART-TIME LANGUAGE TRAINING

<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
French		
Elementary Reading	18 March	1 Apr - 7 June
Applied Translation	18 March	1 Apr - 7 June
Elementary Spoken (I)	18 March	1 Apr - 7 June
Elementary Spoken (II)	18 March	1 Apr - 7 June
Intermediate Spoken (I)	18 March	1 Apr - 7 June
Intermediate Spoken (II)	18 March	1 Apr - 7 June
German		
Elementary Spoken (I)	18 March	1 Apr - 7 June
Elementary Spoken (II)	18 March	1 Apr - 7 June
Italian		
Elementary Reading	18 March	1 Apr - 7 June
Applied Translation	18 March	1 Apr - 7 June
Elementary Spoken (I)	18 March	1 Apr - 7 June
Elementary Spoken (II)	18 March	1 Apr - 7 June
Intermediate Spoken (I)	18 March	1 Apr - 7 June
Portuguese		
Elementary Reading	18 March	1 Apr - 7 June
Applied Translation	18 March	1 Apr - 7 June
Romanian		
Elementary Reading	18 March	1 Apr - 7 June
Applied Translation	18 March	1 Apr - 7 June

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<u>Course Title</u>	<u>Registrar's Deadline</u>	<u>Course Dates</u>
<u>Russian</u>		
Familiarization (1245-1345; T,Th, Room 1905, Qtrs. Eye)	25 February	11 Mar - 3 May
Economic Reading (II) (1500-1700; M,W,F, Room 1905, Qtrs. Eye)	25 February	11 Mar - 1 July
Scientific Reading (II) (1400-1700; T,Th, Room 1905, Qtrs. Eye)	25 February	11 Mar - 1 July
Elementary Short Course (II) (1730-1945; M,W, Evenings, 1905, Qtrs. Eye)	25 February	11 Mar - 1 July
<u>Spanish</u>		
Elementary Reading	18 March	1 Apr - 7 June
Applied Translation	18 March	1 Apr - 7 June
Elementary Spoken (I)	18 March	1 Apr - 7 June
Elementary Spoken (II)	18 March	1 Apr - 7 June
Intermediate Spoken (I)	18 March	1 Apr - 7 June

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INTENSIVE (FULL-TIME) LANGUAGE TRAINING

Applications for Intensive (Full-Time) Language courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review Panels prior to approval for training. The following courses are listed in the same sequence shown on the Long-Term Course Schedule contained in your OTR CATALOG.

French 8 Apr-13 Sept Italian 8 Apr-13 Sept Spanish 1 Apr-7 June
German 8 Apr-23 Aug Romanian 1 Apr-30 Aug 8 Apr-13 Sept

FOREIGN LANGUAGE PROFICIENCY TESTS

The Foreign Language Proficiency Tests are for those persons who already have some knowledge of a given language, and are designed to test how well a person reads, writes, and speaks that language. Individuals applying for intermediate or advanced study of a language may be required by the Office of Training to take the proficiency test in that language in order to determine just what further training will be most rewarding. The written part of the test (covering reading and writing) requires about 3 - 4 hours and is given in the morning. The oral part requires about 15 minutes for each person and is given in the afternoon. Individuals may elect, or be required to take tests in reading, writing, or speaking, or any combination of these capabilities. All tests are administered on Thursdays, in Room 2623, Quarters Eye. Call extension 4640, at least one week prior to the date of a test, to arrange an appointment.

Bulgarian - 9 May German - 4 April Russian - 25 April
French - 2 May Italian - 14 March Spanish - 18 April
Norwegian - 11 April

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Public Notice

Let us not be satisfied with our security, - - - to be lulled into a false sense of security by the lack of spectacular happenings is desired by the enemy. - - -

Neglect and sabotage are blood brothers.

We are likened as sugar and the enemy as flies, for our attraction is great - - - if our vigilance is constant, the flies will find their sugar has turned to salt.

Valley Forge - 1779

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